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## **CODE Enforcement Officer**

Open: February 3, 2025

Close: March 6, 2025, 4:00 p.m.

**POSITION TITLE:** Code Enforcement Officer

**DEPARTMENT/ DIVISION:** Marshal's/ Administrative Departments

**REPORTS TO:** Marshal/ Town Manager

**FLSA STATUS:** Non-Exempt

**SALARY RANGE:** \$20-24/ Hourly

**BENEFIT:** Voluntary 457, HFWA

**STATUS:** Part-time

**SUPERVISORY RESPONSIBILITIES:** None

### **OVERALL JOB OBJECTIVE:**

Under the joint supervision of the Marshal and the Town Manager; promotes community goals of beautification and safety by performing a variety of routine and complex work in the interpretation, proactive education, and enforcement of the De Beque Municipal Code to detect, investigate and correct nuisances and code violations in the Town and serves as a resource regarding Town Code regulations and requirements to the community, residents, contractors, property owners, businesses, stakeholders and other town departments. This position is a half-time position requiring multiple days per week of on-site work in the Town of De Beque. Scheduling will be determined jointly with the Town Marshal and Town Manager.



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## **DUTIES AND RESPONSIBILITIES:**

The following statements are illustrative of the essential functions of the job and do not include other non-essential or peripheral duties that may be required. The organization retains the right to modify or change the duties or essential functions of the job at any time.

- Conducts field work, patrols, and inspections of properties within the Town of De Beque and documents violations, if found, including, but not limited to, noise, construction, animals, parking, weeds, snow removal, right-of-way, illegal storage, illegal dumping, landscaping, utilities, and other Municipal Code violations.
- Writes citations as necessary, and coordinates closely with Law enforcement, court personnel, and the Prosecuting Attorney regarding citations and the related municipal and/or county court proceedings. Must be available to represent the Town and testify in court.
- Collaborates and communicates with business owners, stakeholders, staff and members of the public.
- Responds to complaints of potential code violations relating to signage, building occupancy, nuisance, construction, land use, animals, noise, dumping, abandoned vehicles, illegal parking, or other code related matters.
- Reviews the De Beque Municipal Code regularly and makes recommendations for edits and updates, as necessary, to changing technology, conditions, to the Marshal.
- Captures, impounds and/or transports stray, injured, or vicious animals.
- Issues verbal warnings, warning citations, and Municipal Court citations for code violations, including animal violations.
- Maintains a variety of logs and records using proper record retention procedures, related to enforcement activities including reports on actions



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taken regarding, code violations and on vehicles and animals that have been impounded or released to owner.

- Prepares reports and presentations to analyze and summarize code violation activities as requested by the Marshal and Town Manager.
- Shares information and works cooperatively with others, complies with departmental rules and regulations, follows verbal and written instructions, accepts advice and constructive criticism in a positive manner and learns from the experience of others.
- Establishes and maintains effective working relationships with co-workers, supervisors, and all customers including property owners, contractors and the general public.
- Conducts VIN inspections certifications and routine inspections of motor vehicles for the public at the request of the Marshal's department.
- Works closely with Town Planner.
- Proactively communicates code and permitting regulations with the community.
- Complies with all Town polices, protocols, and procedures.
- Performs other duties as assigned.
- Collaborates with Mesa County Building/Planning department regarding inspections, compliance, regulations and permitting.
- Collaborates with De Beque Fire District regarding fire code and related matters.

**QUALIFICATIONS:**

- Must be able to obtain, within one year, both American Association of Code Enforcement (AACE) and Colorado Association of Code Enforcement officials (CACEO) certifications.
  - Such other training and certifications as requested by the Town Marshal or Town Manager.



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### **JOB REQUIREMENTS:**

A High School diploma or GED Certificate is required. Must possess and maintain valid Driver's license and must have and maintain an acceptable motor vehicle record. Must pass a pre-employment drug test and criminal background check.

### **KNOWLEDGE, SKILLS, AND ABILITIES:**

- Knowledge of applicable laws, standards and regulations relating to various land use, nuisance, animal, and public safety codes.
- Knowledge of and ability to work with computers and computer programs, such as the suite of standard Microsoft Office applications.
- Ability to communicate clearly and concisely, both orally and in writing.
- Ability to work quickly and accurately to meet deadlines.
- Ability to establish and maintain effective working relationships with other Town employees and the general public.
- Ability to work Independently, efficiently, and safely without direct supervision.
- Ability to operate a motor vehicle safely and lawfully.
- Ability to manage stressful situations, de-escalate conflict, and effectively deal with difficult or angry people.